Office of the Chief Financial Officer
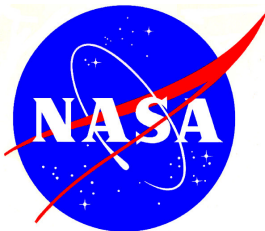
Integrated Financial Management Program

Core Financial

Course Name: Budget Execution

Module 4: Reimbursable Resource Management

Data Packet

End-User

Space Administration

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TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 1: Display Sending Fund Center/Fund Reimbursable Authority Balance

Throughout the funds distribution process it is necessary to continually assess the status of funds. Therefore, execute the Availability Funds Balance – Reimbursable, transaction code ZNASAR, and see the current budget balances.

FIELD	DATA
Transaction Code	ZNASAR
Execute	Click Icon
FM Area	NASA
Fund	SAT292002R
Hierarchy Variant	0000
FM Area	NASA
From Fiscal Year	2002
To Fiscal Year	2003
Period	1
To Period	12
Budget Version	0

NOTE: To complete activity, refer to Display Sending Fund Center/Fund Reimbursable Authority Balance user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 2: Record Anticipated Reimbursements Level 1

It is the beginning of the fiscal year and NASA receives reimbursable authority, along with its appropriated authority, equal to the amount of anticipated reimbursable activity with both federal and non-federal customers. As the Budget Maintainer for the Agency, enter the amount of the anticipated reimbursements into SAP.

PLEASE USE XRC SPREADSHEET TO RECORD ACTIVITIES 2-6.

NOTE: To complete activity, refer to Record Anticipated Reimbursements Level 1 user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 3: Record Reimbursable Apportionment Level 1

It is the beginning of the fiscal year and NASA Headquarters receives the OMB apportionment. As the Budget Maintainer for the Agency, record the reimbursable authority in SAP as apportioned.

PLEASE USE XRC SPREADSHEET TO RECORD ACTIVITIES 2-6.

NOTE: To complete activity, refer to Record Reimbursable Apportionment Level 1 user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 4: Record Reimbursable Allotment Level 1

It is the beginning of the fiscal year, and a portion of the apportionment is now being allotted. As the Budget Maintainer for the Agency, record the reimbursable allotment in SAP.

PLEASE USE XRC SPREADSHEET TO RECORD ACTIVITIES 2-6.

NOTE: To complete activity, refer to Record Reimbursable Allotment Level 1 user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 5: Record Reimbursable Level 2 Program/Non-programmatic Authority

It is the beginning of the fiscal year, and reimbursable allotments have been distributed. As the Budget Maintainer for the Agency, enter the reimbursable authority for each programmatic/non-programmatic cognizant office into SAP. When finished, notify Enterprise/Non-Enterprise offices of reimbursable program year authority so that spending can commence.

PLEASE USE XRC SPREADSHEET TO RECORD ACTIVITIES 2-6.

NOTE: To complete activity, refer to Record Reimbursable Level 2 Program/Non-programmatic Authority user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 6: Record Reimbursable Level 3 Center Authority

It is the beginning of the fiscal year, and distributions of reimbursable authority have been established at the UPN level. As the Budget Maintainer for the Agency, enter the reimbursable authority for individual projects by Center into SAP.

PLEASE USE XRC SPREADSHEET TO RECORD ACTIVITIES 2-6.

NOTE: To complete activity, refer to Record Level 3 Center Authority user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 7: Create Funds Reservation

NASA has established a Reimbursable Order with another Federal customer to provide services over the course of six months. As the Funds Reserver, create a Funds Reservation to reserve budget for this Reimbursable Order.

PLEASE USE XRC FUNDS RESERVATION DATA SPREADSHEET.

FIELD	DATA
Transaction Code	FMX1
Document Type	RI
Company Code	NASA
Currency	USD
Document Text	*See XRC RRM Funds Reservation Data Sheet*
Overall Amount	*See XRC RRM Funds Reservation Data Sheet*
Text	*See XRC RRM Funds Reservation Data Sheet*
Fund	*See XRC RRM Funds Reservation Data Sheet*
G/L Account	*See XRC RRM Funds Reservation Data Sheet*
WBS Element	*See XRC RRM Funds Reservation Data Sheet*

** Note Document Number after creation

NOTE: To complete activity, refer to Create Funds Reservation user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 8: Change Funds Reservation (Line Items) Authority

Increase the line item amount for the Funds Reservation document created in the previous exercise.

FIELD	DATA
Transaction Code	FMX2
Document Number	Your document number
Overall Amount	5,500.00

NOTE: To complete activity, refer to Change Funds Reservation (Line Items) Authority user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 9: Change Funds Reservation Authority to New Program Year

It is nearing year-end, and a particular Funds Reservation document will continue into the next year. As the Funds Reserver, change the Funds Reservation that has prior program year authority to the current program year funding so that funds do not expire.

FIELD	DATA
Transaction Code	FMX2
Document Number	Your document number
Overall Amount	5,000.00
Fund	*See XRC RRM Funds Reservation Data Sheet*
WBS Element	*See XRC RRM Funds Reservation Data Sheet*
G/L Account	*See XRC RRM Funds Reservation Data Sheet*

NOTE: To complete activity, refer to Change Funds Reservation Authority to New Program Year user procedure within the User Procedure packet.

TOPIC 2: Reimbursable Funds Control Process and Funds Reservation

ACTIVITY 10: Close Funds Reservation (Line Items)

Reimbursable work is complete. As the Funds Reserver, close the Funds Reservation document as directed by the CFO Reimbursable Manager.

FIELD	DATA
Transaction Code	FMX2
Document Number	Your document number
Line Item	1
Open Amount	Default
Overall Amount	Default
Set Complete Indicator	Click Icon

NOTE: To complete activity, refer to Close Funds Reservation (Line Items) user procedure within the User Procedure packet.